

DATE: [Date]

TO: [Tenant Name]

ADDRESS: [Tenant Address/Suite Number]

PROPERTY: [Property Name/Address]

RE: NOTICE OF LEASE VIOLATION - EXPIRED CERTIFICATE OF INSURANCE

Dear [Tenant Name],

This letter serves as formal notice that you are currently in violation of your Lease Agreement dated [Lease Start Date] for the premises located at [Property Address].

Per Section [Section Number] of your Lease Agreement, you are required to maintain active General Liability Insurance and provide a current Certificate of Insurance (COI) naming [Landlord/Entity Name] as an Additional Insured.

Our records indicate that your insurance coverage expired on **[Expiration Date]**. As of the date of this letter, we have not received a renewed certificate showing continuous coverage.

REQUIRED ACTION:

Please provide an updated Certificate of Insurance meeting all lease requirements no later than [Deadline Date]. You may submit the document via email to [Email Address] or deliver it to the management office.

Failure to remedy this violation within [Number] days may result in further action as permitted under the terms of your lease, including but not limited to the assessment of administrative fees or the commencement of eviction proceedings.

If you have already renewed your policy, please contact your insurance agent immediately to have the certificate forwarded to us.

Sincerely,

[Your Name]

[Title]

[Company Name]

[Phone Number]